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Chapter 4 MAT Certification System Record Formats and Definitions

MATHR Transmission Header Record

(The MAT Certification and Voucher Systems share this record format.)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Record Identifier	1	5	Alphanumeric	Value must equal "MATHR".
2	M	Release/Version Number	6	7	Alphanumeric	Value must equal "1.1.8.B" TRACS Release =2.0.
3	M	Record Number	13	5	Numeric	A sequential number beginning at 00001 and incremented by 1 for each record in this transmission. The record number for this record, MATHR, will always be 1 since this record is always the first record in each transmission.
4	M	Date Stamp	18	8	Date	Format: MMDDYYYY This is a system date stamp inserted by the sending software which represents the date this file was created. No dashes or spaces should be used in this field.
5	M	Time Stamp	26	6	Time	Format: HHMMSS This is a system time stamp inserted by the sending software which represents the time this file was created. No colons should be used in this field.
6		Sender-Defined Data	32	9	Alphanumeric	Reserved for sender use. This field may contain any value the sender wishes to use. Its purpose is to provide a way for the sender to track their transmissions or to specify their own software releases, or for any other purpose. This data will be returned as a field in the HUD transmission acknowledgement.
7	M	Sender Name	41	15	Alphanumeric	Sender's Name.
8		Sender Street Address	56	20	Alphanumeric	Sender's address
9	M	Sender City Name	76	15	Alphanumeric	Sender's city.
10		Sender State	91	2	Alphanumeric	Sender's state.
11		Sender Zip Code	93	5	Alphanumeric	Sender's zip code.

MATHR Transmission Header Record

(The MAT Certification and Voucher Systems share this record format.)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
12		Number MAT10	98	5	Numeric	The number of MAT10 section 1 records in this transmission. (Do not count the section records 2, 3, 4, 5, or 6).
13	F	Number MAT15	103	5	Numeric	Reserved for future use.
14	F	Number MAT20	108	5	Numeric	Reserved for future use.
15		Number MAT30	113	5	Numeric	Value must equal zero.
16		Number MAT31	118	5	Numeric	Value must equal zero.
17	F	Number MAT35	123	5	Numeric	Reserved for future use.
18		Number MAT40	128	5	Numeric	Number of MAT40 records in this transmission.
19		Number MAT65	133	5	Numeric	Number of MAT65 records in this transmission.
20		Number MAT70	138	5	Numeric	Number of MAT70 records in this transmission.
21	F	Number MAT71	143	5	Numeric	Reserved for future use.
22	F	Number MAT72	148	5	Numeric	Reserved for future use.
23	M	Total Records Sent	153	6	Numeric	The total number of physical records sent in this transmission including this header record and the MATND record. A physical record is each MATXX record, and each section record for those MATXX records which have section records.
24	M	Mailbox ID	159	20	Alphanumeric	The user's telecommunications mailbox identifier. Positions 1-10 must contain "TRACSnnnnn" where nnnnn is a number. Positions 11-20 must contain spaces.

M=Mandatory field; has a value not equal to spaces or zeros**MOC**=Mandatory on condition**F**=Future field; if not valued, send appropriate fill characters

MAT10 Section 1: HUD Form 50059 Header Record

(There is always a single header record for each 50059.)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Record Identifier	1	5	Alphanumeric	Value must equal "MAT10".
2	M	Release/Version Number	6	7	Alphanumeric	Value must equal "1.1.8.B". TRACS Release = 2.0.
3	M	Record Number	13	5	Numeric	A sequential number which began at 00001 for the first record in this transmission and is incremented by 1 for each subsequent record in this transmission.
4	M	Section Indicator	18	1	Numeric	Value must equal "1"
5	M	Number of Basic Records	19	4	Numeric	Value must equal "0001"
6	M	Number of Family Records	23	4	Numeric	The number of MAT10, Section 3 records (one record for each family member in this household).
7		Number of Income Records	27	4	Numeric	The number of MAT10, Section 4 records (one for each income) in this household.
8		Number of Asset Records	31	4	Numeric	The number of MAT10, Section 5 records (one for each asset) in this household.
9		Number of Worksheet Records	35	4	Numeric	Value must equal "0" or "1"

M=Mandatory field; has a value not equal to spaces or zeros**MOC**=Mandatory on condition**F**=Future field; if not valued, send appropriate fill characters

MAT 10 Section 2: Basic Record

(There is always a single basic record for each 50059.)

MAT Field	Note	50059 Item	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Section Indicator	1	1	Numeric	Value must equal "2"
2	M		Record Number	2	5	Numeric	A sequential number which began at 00001 for the first record in this transmission and is incremented by 1 for each subsequent record.
3			Tenant Number	7	10	Alphanumeric	This field is for Industry use. TRACS will return this field to the sender with error messages. Left justify, space fill. A number assigned by a PHA or owner to uniquely identify a tenant household.
4			Previous Head ID	17	9	Alphanumeric	If this is a first time submission of this certified household to the TRACS automated system, space fill this field. For second and subsequent submissions to the TRACS automated system, code a value only if the household head has changed. This value should be the SSN/TRACS ID, of the previous head of household.
5			Previous Effective Date	26	8	Date	MMDDYYYY. If this is a first time submission of this certified household to the TRACS automated system, space fill this field. For second and subsequent submissions to the TRACS automated system, code a value only if the household head has changed.
6			Previous Head Last Name	34	20	Alphanumeric	If this is a first time submission of this certified household to the TRACS automated system, space fill this field. For second and subsequent submissions to the TRACS automated system, code a value only if the household head has changed.
7			Previous Head First Name	54	20	Alphanumeric	If this is a first time submission of this certified household to the TRACS automated system, space fill this field. For second and subsequent submissions to the TRACS automated system, code a value only if the household head has changed.
8			Previous Head Middle Initial Name	74	1	Alphanumeric	

MAT 10 Section 2: Basic Record

(There is always a single basic record for each 50059.)

MAT Field	Note	50059 Item	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
9			Previous Head Birth Date	75	8	Date	If this is a first time submission of this certified household to the TRACS automated system, space fill this field. For second and subsequent submissions to the TRACS automated system, code a value only if the household head has changed.
10	F		FIPS County Code	83	3	Alphanumeric	The Federal Information Processing Standards code designating the county in which the project is located.
11	M	1	Effective Date	86	8	Date	MMDDYYYY, zero fill
12	M	2	Project Move-In Date	94	8	Date	MMDDYYYY, zero fill
13		3	Project Name	102	35	Alphanumeric	
14	MOC	4	Project Number	137	8	Alphanumeric	Mandatory, if applicable. Required for: Rent Supplement, RAP, Section 236, BMIR, Section 202 PRAC, Section 811 PRAC, Section 202/162 PAC. Optional for: Section 8. If project is FmHA 515/8 enter "0000FMHA". 1. All 8 characters must be filled. 2. There cannot be dashes in any of the 8 characters. 3. The first 3 characters of this number must be numeric.
15	MOC	5	Contract Number	145	11	Alphanumeric	Mandatory, if applicable. Required for: Section 8, Section 202 PRAC, Section 811 PRAC, Section 202/162 PAC. Not accepted for: Rent Supplement, RAP, Section 236, BMIR. 1. All 11 characters must be filled. 2. There cannot be dashes in any of the 11 characters of this number. 3. The first two characters of this field must be alphanumeric. 4. The second two characters of this field must be numeric. 5. Character number 5 of this field can only contain one of the following values: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, A, B, C, D, E, G, H, K, L, M, P, Q, R, S, T, or V. 6. If character 5 of this field contains a L or M, then characters 6 through 8 must be numeric and characters 9 through 11 must be numeric. 7. If the 5th character of this field contains an R, then the 6th character must either be numeric or contain an S. The 7th through 11th characters must be numeric.

MAT 10 Section 2: Basic Record

(There is always a single basic record for each 50059.)

MAT Field	Note	50059 Item	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
16		6a	Certification Type	156	1	Alphanumeric	
17	MOC	6a2	Converted From Program Type	157	1	Alphanumeric	Mandatory, if 50059 Item 6a = "2".
18		6b	Action Processed Code	158	1	Alphanumeric	The only valid code is "1" (correction to a prior 50059). Submit a MAT70 record for a unit transfer and/or gross rent change. Rent rebate is not supported by TRACS.
19	M	7a	Subsidy Type	159	1	Alphanumeric	Valid Codes: 1 - Section 8 2 - Rent Supplement 3 - RAP 4 - Section 236 5 - BMIR 6 - HUD-Owned (Not processed by TRACS) 7 - Section 202 PRAC 8 - Section 811 PRAC 9 - Section 202/162 A Section 6 Worksheet Record is required for all <u>prorated</u> submissions that have Section 236 as the Subsidy Type or the Secondary Subsidy Type, <u>including Worksheet E submissions</u> .
20		7b	Subsidy Change Indicator	160	1	Alphanumeric	"Y" or "N".
21		8a	Conversion Date Code	161	1	Alphanumeric	
22		8b	Age 62 At Conversion Indicator	162	1	Alphanumeric	
23		8c	Continuous Section 8 Indicator	163	1	Alphanumeric	

MAT 10 Section 2: Basic Record

(There is always a single basic record for each 50059.)

MAT Field	Note	50059 Item	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
24		9a	Race	164	1	Alphanumeric	
25		9b	Ethnicity	165	1	Alphanumeric	
26		10	Previous Housing Code	166	1	Alphanumeric	
27		11	Displacement Status Code	167	1	Alphanumeric	
28		12	Federal Preference Code	168	3	Alphanumeric	Valid Preference Codes: D Displaced R Paying rent in excess of 50% of Income S Substandard (Note: Description field contains 50 alphanumeric characters)
29		24a	# of Family Members	171	2	Numeric	
30		24b	# of Foster Live-ins	173	2	Numeric	
31		25	# of Dependents	175	2	Numeric	
32		26ct	Total Assets	177	6	Numeric	
33		26dt	Total Income from Assets	183	5	Numeric	
34		27r	Reported Passbook Rate Percent	188	4	Numeric	4 decimal positions implied - for example, the handbook passbook rate of 5.5% would be entered as 0550. Enter 0000 if not applicable.
35		27	Imputed Income from Assets	192	5	Numeric	

MAT 10 Section 2: Basic Record

(There is always a single basic record for each 50059.)

MAT Field	Note	50059 Item	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
36		28f1	Total Employment Income	197	6	Numeric	
37		28f2	Total Pension Income	203	6	Numeric	
38		28f3	Total Public Assistance Income	209	6	Numeric	
39		28f4	Total Other Income	215	6	Numeric	
40		29	Non-Asset Income	221	5	Numeric	
41		30	Asset Income	226	5	Numeric	
42		31	Annual Income Amount	231	5	Numeric	
43		32a	Low Income Limit Amount	236	5	Numeric	
44		32b	Very Low Income Limit Amount	241	5	Numeric	Zeros if not applicable. Required for: Section 8, Section 202 PRAC, Section 811 PRAC.
45		33	Eligibility Universe Code	246	1	Alphanumeric	"1" = Pre-1981 "2" = Post-1981 Space = Not Section 8
46		34	Current Income Status Code	247	1	Alphanumeric	"1" = Lower "2" = Very Low Space = Not Section 8

MAT 10 Section 2: Basic Record

(There is always a single basic record for each 50059.)

MAT Field	Note	50059 Item	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
47		35a	Section 8 Assistance 1984 Indicator	248	1	Alphanumeric	"Y" = Yes, "N" = No Complete only if 50059 ITEM# 33 is "Post-1981" AND 50059 ITEM# 34 is "Lower"; otherwise space fill.
48		35b	Income Exception Code	249	3	Alphanumeric	
49		36	Dependent Allowance	252	5	Numeric	
50	F	37	Filler	257	5	Alphanumeric	
51		38	3% of Income	262	5	Numeric	
52		39a	Handicap Expense	267	5	Numeric	
53		39b	Handicap Allowance	272	5	Numeric	
54		40a	Medical Expense	277	5	Numeric	
55		40b	Medical Allowance	282	5	Numeric	
56		41	Elderly Allowance	287	5	Numeric	
57		42	Total Allowance	292	6	Numeric	
58		43	Adjusted Income Amount	298	5	Numeric	
59		44	Contract Rent Amount	303	4	Numeric	This value <u>cannot</u> be zero.
60		45	Utility Allowance Amount	307	4	Numeric	Zero if not applicable.

MAT 10 Section 2: Basic Record

(There is always a single basic record for each 50059.)

MAT Field	Note	50059 Item	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
61		46	Gross Rent	311	4	Numeric	This value <u>cannot</u> be zero.
62		47	Welfare Rent	315	4	Numeric	Zero if not applicable.
63		48	HCDCA %	319	2	Numeric	Value = 30 or 00.
64		49	Worksheet Code	321	1	Alphanumeric	
65		50	Total Tenant Payment	322	4	Numeric	Zero if not applicable.
66		51	Tenant Rent	326	4	Numeric	
67		52	Utility Reimbursement	330	4	Numeric	Zero if not applicable.
68		53	Assistance Payment Amount	334	4	Alphanumeric	Zeros if not applicable. Positive 4 digits or negative 3 digits with minus sign in the left-most position of the field. A negative assistance payment amount is only appropriate for a PRAC unit.
69		54	% Actually Charged	338	5	Numeric	2 decimal positions implied - for example, code 12000 for 120% and code 03050 for 30.5% Enter 00000 if this is not applicable.
70		55	HURRA Rent Increase Indicator	343	1	Alphanumeric	"Y" = Yes "N" = No
71		56	Next Recertification Date	344	8	Date	MMDDYYYY.
72		57	Bedroom Count	352	2	Numeric	
73	F	58	Building ID	354	19	Alphanumeric	
74	M	59	Unit Number	373	10	Alphanumeric	If the Unit Number is used <u>once</u> within the project then enter the unit number. If the Unit Number is used <u>more than once</u> within the project add a unique identifier—for example, alpha character or dash with number. <i>Do not use the street address.</i>

MAT 10 Section 2: Basic Record

(There is always a single basic record for each 50059.)

MAT Field	Note	50059 Item	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
75	F		Security Deposit	383	5	Numeric	The security deposit is only for Section 8 tenants. Established at move-in, the amount is equal to one month's Total Tenant Payment or \$50, whichever is greater.
76	F		Previous Subsidy Type	388	1	Alphanumeric	The subsidy the tenant is now receiving. The code definitions are the same as 50059 item 7a as defined in the HUD 4350.3 Handbook.
77	F		Region Code	389	2	Alphanumeric	The 2 character code for the Region associated with this certified household.
78	F		Field Office Code	391	2	Alphanumeric	The 2 character code for the Field Office associated with this certified household.
79			Tenant Signed Date	393	8	Date	The date the tenant signed Part VIII of the 50059 form for this certification.
80	M		Owner Signed Date	401	8	Date	The date the owner signed Part VIII of the 50059 form for this certification.
81	MOC		Household Assistance Status Code	409	1	Alphanumeric	Required by TRACS for tenants with a Project Move-In Date on or after 6/19/95. Also required for <i>all</i> in-place tenants no later than 6/19/96. If not submitted when required, TRACS will generate a discrepancy message. Valid values are: N = Subsidy Type is <i>not</i> subject to the Noncitizen Rule. F = Full Assistance while the verification of eligibility is pending. A family is in this status if any member is awaiting verification of eligibility. E = All members of the family are eligible under the Noncitizen Rule. The family receives full assistance. C = Continued Assistance. The mixed family, resident on/before June 19, 1995, qualifies for continuation of full assistance under the Noncitizen Rule. P = Prorated Assistance. The family qualifies for and receives Prorated Assistance under the Noncitizen Rule. T = Temporary Deferral of Termination. The family is <i>not</i> eligible for assistance under the Noncitizen Rule, or the family qualifies for Prorated Assistance and elects Temporary Deferral of Termination status.
82	F		Type Expected Family Addition	410	1	Alphanumeric	The type of expected family addition. Valid codes are: "A" = Adoption, "P" = Pregnancy, "F" = Foster Children

MAT 10 Section 2: Basic Record

(There is always a single basic record for each 50059.)

MAT Field	Note	50059 Item	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
83	F		Count Expected Family Addition	411	2	Numeric	The number of expected family additions.
84		42a	Child Care Expense A	413	5	Numeric	Expenses that enable a family member to work.
85		42b	Child Care Expense B	418	5	Numeric	Expenses that enable a family member to look for work or to attend school.
86	M		Voucher Date	423	6	Numeric MMYYYY	A date provided for recording the month and year in which a transaction affects a monthly subsidy voucher or payment.
87			Filler	429	8	Alphanumeric	
88			Secondary Subsidy Type	437	1	Alphanumeric	Valid values are: S = This prorated tenant benefits from Section 8, RAP or Rent Supplement AND Section 236. Space = The prorated tenant does not benefit from Section 236 in addition to Section 8, RAP or Rent Supplement. Note: Space = Blank
89	F		Elderly Family Indicator	438	1	Alphanumeric	Indicates that the certified household originally qualified as elderly and the elderly person is no longer part of the certified household. Valid values: "Y" = Yes, "N" = No space = NA; for example, household never qualified as elderly.
90	F		Waiver Type Code	439	4	Alphanumeric	
91	F		Move Into Unit Code	443	8	Date	The date the family moved into the unit. Code only if different from Project Move In Date, 50059 Item #2.
92	F		Other Preference Code	451	3	Alphanumeric	Preference codes (excluding Federal Preference Codes) indicate local preference codes (if applicable).

M=Mandatory field; has a value not equal to spaces or zeros**MOC**=Mandatory on condition**F**=Future field; if not valued, send appropriate fill characters

MAT 10 Section 3: Family Record

(There is a record in this section for each family member recorded on the 50059.)

MAT Field	Note	50059 Item	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Section Indicator	1	1	Numeric	Value must equal "3".
2	M		Record Number	2	5	Numeric	A sequential number which began at 00001 for the first record in this transmission and incremented by 1 for each subsequent record in this transmission.
3	M	13	Member Number	7	2	Alphanumeric	"H" is only valid alpha (left justify H). Numerics except 0 are valid, right justify zero fill. The head of household must have a member number of either "H" or "01". Also, field #7, Relationship Code, must be coded "H". No other family records for the household may contain these codes. NOTE: Future TRACS release will require 01 for the Head of Household.
4	M	14a	Last Name	9	20	Alphanumeric	
5	M	14b	First Name	29	20	Alphanumeric	
6		14c	Middle Initial Name	49	1	Alphanumeric	
7	M	15	Relationship Code	50	1	Alphanumeric	The head of household must have a relationship code of "H". See definition for member number, field #3, for additional qualification of head of household. Refer to the HUD 4350.3 Handbook for other valid Relationship Codes.
8		16	Sex Code	51	1	Alphanumeric	
9	M	17	Birth Date	52	8	Date	MMDDYYYY, zero fill.
10		18	Age at Recertification	60	3	Numeric	Enter zero if age less than one year.
11		19	Special Status Code	63	4	Alphanumeric	
12	M	20	Identification Code	67	9	Alphanumeric	Code 999999999 if no SSN/TRACS ID. Do not enter the TRACS-generated T Number if the name has changed from the last recertification for this family. A new T Number will be generated. NOTE: This is the Family Member's SSN/TRACS ID; it is not the SSN Benefit Claim Number.

MAT 10 Section 3: Family Record

(There is a record in this section for each family member recorded on the 50059.)

MAT Field	Note	50059 Item	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
13	MOC	21	Member Eligibility Code	76	2	Alphanumeric	Required by TRACS for tenants with a Project Move-In Date on or after 6/19/95 and a Household Assistance Status Code other than "N". It is also required for all in-place tenants to whom it applies no later than 6/19/96. If not submitted when required TRACS will generate a discrepancy message. Valid Values: EC Member is an Eligible Citizen. EN Member is an Eligible Noncitizen. IC Ineligible Child of a Head of Household or Spouse. IN Member is an Ineligible Noncitizen. IP Ineligible Parent of a Head of Household or Spouse. PV Member's eligibility status is Pending Verification. XX Persons who are not counted under the Noncitizen Rule (foster children; live-in attendants; persons with a relationship code of "N").
14			Alien Registration Number	78	10	Alphanumeric	
14a			Filler	88	5	Alphanumeric	
15		23	Occupation Description	93	10	Alphanumeric	
16		28a	Able To Work Care Code	103	2	Alphanumeric	Assistance provided so a household member can work. Valid codes are: "C" = Child Care "H" = Handicapped "CH" = Both
17	F		Care Received Care Code	105	2	Alphanumeric	

M=Mandatory field; has a value not equal to spaces or zeros

MOC=Mandatory on condition

F=Future field; if not valued, send appropriate fill characters

MAT10 Section 4: Income Record

(There is a record in this section for each member's occurrence of each type of income.)

MAT Field	Note	50059 Item	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Section Indicator	1	1	Numeric	Value must equal "4".
2	M		Record Number	2	5	Numeric	A sequential number which began at 00001 for the first record in this transmission and is incremented by 1 for each subsequent record in this transmission.
3	M	13	Member Number	7	2	Alphanumeric	"H" is only valid alpha (left justify H) Numerics except zero are valid, right justify zero fill.
4			Code	9	4	Alphanumeric	Income Type Code Maintenance descriptions: EB Employment/Business O Other SSP Social Security/Pensions PA Public Assistance (Note: Description field contains 50 alphanumeric characters)
5		28bcde	Amount	13	5	Numeric	
6	F		New Household Member Income Indicator	18	1	Alphanumeric	A new income producing member to this household who was not on a previous 50059 or who was not producing income on the previous 50059. Valid values are: "Y" = New income member "N" = Not a new income member space = not applicable
7	F		Newly Employed Income Indicator	19	1	Alphanumeric	A member of a household who was unemployed on previous 50059 but is now employed on this 50059. "Y" = Newly employed "N" = Still unemployed, space = not applicable
8	F		SSN Benefits Claim Number	20	9	Alphanumeric	If this income is derived from social security benefits, code the claim number used to collect those benefits.

M=Mandatory field; has a value not equal to spaces or zeros**MOC**=Mandatory on condition**F**=Future field; if not valued, send appropriate fill characters

MAT 10 Section 5: Asset Record

(There is a record in this section for each asset recorded on the 50059.)

MAT Field	Note	50059 Item	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Section Indicator	1	1	Numeric	Value must equal "5".
2	M		Record Number	2	5	Numeric	A sequential number which began at 00001 for the first record in this transmission and is incremented by 1 for each subsequent record in this transmission.
3		26a	Description	7	20	Alphanumeric	
4		26b	Status	27	1	Alphanumeric	C = Current; I = Imputed.
5		26c	Cash Value Amount	28	6	Numeric	
6		26d	Actual Yearly Income Amount	34	5	Numeric	

M=Mandatory field; has a value not equal to spaces or zeros

MOC=Mandatory on condition

F=Future field; if not valued, send appropriate fill characters

MAT 10 Section 6: Worksheet Record

(There is only one record in this section. To find specific worksheet parts and location specifications, refer to the **MAT Worksheet Record Cross-Reference** on page 4-21.)

MAT Field	Note	Work Sheet	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Section Indicator	1	1	Numeric	Value must equal "6"
2	M		Record Number	2	5	Numeric	A sequential number which began at 00001 for the first record in this transmission and is incremented by 1 for each subsequent record in this transmission.
3		a	Section 8 Move-In Code	7	1	Alphanumeric	Code indicating the Section 8 subsidy status at the time the tenant moved into the project. Valid values are: "A" Was not receiving Section 8 at Move-In "B" Was receiving Section 8 at Move-In "C" Began receiving section 8 when tenant moved into the project.
4		abcdfghk	Last Annual Worksheet Form Code	8	1	Alphanumeric	Worksheet form used with last <i>annual</i> recertification HUD-50059. Valid values are: a,b,c,d,f,g,h,k depending on the worksheet used.
5		abcdfghk	Last Annual Worksheet Form Date	9	8	Date	Date of the form used with last <i>annual</i> recertification 50059 - generally found in parenthesis following the form code. MMDDYYYY. (Default day to 01 if form has no day; zero fill if form has no date.)
6		abcdfghk	Last Annual HURRA Affect Indicator	17	1	Alphanumeric	On the last annual recertification, family affected by the rent increase limitation (1982 HURRA Rent Limitations affect the Tenant's rent). Valid values are: "Y" = yes "N" = no.
7		abcdfgh	Excess Tax Credit Amount	18	5	Numeric	Since excess tax credits are no longer included in income, this field should be zero-filled.
8		abcd	Non-EHD-Expected Medical Expense	23	1	Alphanumeric	The Household expects to incur medical expenses and neither the Head or Spouse will be 62 or older, handicapped, or disabled on the date this HUD-50059 is effective. Valid values are: "Y" = yes "N" = no.
9		abcdfghk	Last Adj Income Charged Percent	24	5	Numeric	Percentage of adjusted income charged on last worksheet rounded to 2 decimal places. 2 decimal positions implied.

MAT 10 Section 6: Worksheet Record

(There is only one record in this section. To find specific worksheet parts and location specifications, refer to the **MAT Worksheet Record Cross-Reference** on page 4-21.)

MAT Field	Note	Work Sheet	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
10		be	Basic Rent Amount	29	5	Numeric	Amount of the basic rent. This is required under the 236 program.
11		be	Market Rent	34	5	Numeric	
12		dg	Annual Income 1984 Amount	39	5	Numeric	
13		dg	Annual Income 1984 Effective Date	44	8	Date	Effective date of the HUD-50059 current on 10/01/84. MMDDYYYY.
14		k	HUD Owned Rule Indicator	52	1	Alphanumeric	Indication as to whether the tenant is now paying a rent based upon the HUD-owned (290) rules and will begin to receive Section 8. Values are: "Y" = yes "N" = no
15		abcdfghk	Last Worksheet Form Code	53	1	Alphanumeric	Worksheet used to prepare the last (interim, correction, change) Certification (HUD-50059). Values are: a,b,c,d,f,g,h,
16		abcdghk	Last Worksheet Form Date	54	8	Date	Date of the worksheet form - generally found following the form number in parenthesis. MMDDYYYY. (Default day to 01 if form has no day.)
17		abcdghk	Last Worksheet HURRA Affect Indicator	62	1	Alphanumeric	Amount of the Market Rent from the Rent Schedule. This is required under the 236 program. Market Rent is the only required field for Section 236 submissions using Worksheet E. The other fields that are defined as numeric must be zero-filled to be accepted by the MAT edit.
18	F		Continuous RAP Indicator	63	1	Alphanumeric	Annual income obtained from the HUD-50059 in force on 10/01/84.

MAT 10 Section 6: Worksheet Record

(There is only one record in this section. To find specific worksheet parts and location specifications, refer to the **MAT Worksheet Record Cross-Reference** on page 4-21.)

MAT Field	Note	Work Sheet	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
19	F		Form K History Indicator	64	1	Alphanumeric	Indication whether Form 50059K has ever been used (worksheet for previously HUD-Owned projects). Valid values are: "Y" = yes "N" = no Spaces are valid.
20	F		Sale of HUD Project Code	65	1	Alphanumeric	Indicates that the sale of a HUD owned project caused a change in subsidy. Valid values are: "A" = Tenant will now receive Section 8 because of the sale. "B" = Tenant received Section 8 as the result of the sale on or after 7/1/84.

M=Mandatory field; has a value not equal to spaces or zeros

MOC=Mandatory on condition

F=Future field; if not valued, send appropriate fill characters

NOTE: The worksheet record is a compilation of fields from all worksheets needed to calculate the 50059 fields. Many fields on the worksheets can be derived so it is not necessary to include those fields in the worksheet record—for example, monthly income is annual income (#31) divided by 12. Only fill in the fields for the worksheet record that are appropriate for the family the worksheet record is for. Fields 17, 18 and 19 should be marked either "Y" or "N" for all worksheets.

MAT10 Section 6: MAT Worksheet Record Cross-Reference

(Use this cross-reference to map the MAT required fields to their field counterparts on their respective Worksheets.
The *MAT field* column maps to the *MAT field* number documented in **Section 6 - Worksheet Record** of this document.)

MAT Field	Note	Part	Worksheet	Location Specification	Comments
1		Data Entry System Defined			
2		Data Entry System Defined			
3 4-6		A A	a a b c d f g h k	Statement 1 Statement 2 Statement 3 Statement 2 Statement 2 Statement 1 Statement 1 Statement 2 Statement 1	
7		B-2,C	abcdfgh		
8		B-6,A	abcd		
9		C-1,B C-1,A C-1,A D-10,B	afghk bc d d		
10		A-5 A-7	be be	No Utility Allowance With Utility Allowance	

MAT10 Section 6: MAT Worksheet Record Cross-Reference

(Use this cross-reference to map the MAT required fields to their field counterparts on their respective Worksheets.
The *MAT field* column maps to the *MAT field* number documented in **Section 6 - Worksheet Record** of this document.)

MAT Field	Note	Part	Worksheet	Location Specification	Comments
11		A-6	be	No Utility Allowance	
		A-10	be	With Utility Allowance	
12		D-1	d		
13		D-1	d		
14		C-1,A	k		
15-17			abcd	Statement 1	
		B-7	a	Statement 4	
		B-6	bc	Statement 2	
		B-7	bc	Statement 4	
		B-6	d	Statement 3	
		B-7	d	Statement 5	
		C-1,B	g		
		B-6	h	Statement 2	
		B-7	h	Statement 4	
		C-1,A&B	h		
		C-1,B	f		
		C-1,B	k		
18	F	For Future Use			
19	F	For Future Use			
20	F	For Future Use			

M=Mandatory field; has a value not equal to spaces or zeros**MOC**=Mandatory on condition**F**=Future field; if not valued, send appropriate fill characters

MAT40 Move-Out Date Record

MAT Field	Note	Voucher Item	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Record Identifier	1	5	Alphanumeric	Value must equal "MAT40".
2	M		Release/Version Number	6	7	Alphanumeric	Value must equal "1.1.8.B". TRACS Release = 2.0.
3	M		Record Number	13	5	Numeric	A sequential number which began at 00001 for the first record in this transmission and is incremented by 1 for each subsequent record in this transmission.
4	M		Head of Household ID Code	18	9	Alphanumeric	The SSN/TRACS ID of the Head of Household. Enter 999999999 if the head of household has no SSN/TRACS ID.
5	M	1	Effective Date	27	8	Date	The effective date representing the certification the move out is being processed against. MMDDYYYY, zero fill.
6	M	14a	Head Last Name	35	20	Alphanumeric	Head of household last name.
7	M	14b	Head First Name	55	20	Alphanumeric	Head of household first name.
8		14c	Head Middle Initial Name	75	1	Alphanumeric	Head of household middle initial.
9	M	17	Head Birth Date	76	8	Date	Head of household birth date.
10	M	11a	Move Out Date	84	8	Date	MMDDYYYY - zero fill. The date the tenant moved out.
11	M	59	Unit Number	92	10	Alphanumeric	The unit from which the tenant moved.
12	F	58	Building ID	102	19	Alphanumeric	The building from which the tenant moved.
13		11b	Move Out Code	121	3	Alphanumeric	Code must equal "O".
14	M		Voucher Date	124	6	Numeric (MMYYYY)	A date provided for recording the month and year in which a move-out affects a monthly subsidy voucher for payment.

M=Mandatory field; has a value not equal to spaces or zeros**MOC**=Mandatory on condition**F**=Future field; if not valued, send appropriate fill characters

MAT65 Termination Record

MAT Field	Note	Voucher Item	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Record Identifier	1	5	Alphanumeric	Value must equal "MAT65".
2	M		Release/Version Number	6	7	Alphanumeric	Value must equal "1.1.8.B". TRACS Release = 2.0.
3	M		Record Number	13	5	Numeric	A sequential number which began at 00001 for the first record in this transmission and is incremented by 1 for each subsequent record in this transmission.
4	M		Head of Household ID Code	18	9	Alphanumeric	The SSN/TRACS ID of the Head of Household. Enter 999999999 if the head of household has no SSN/TRACS ID.
5	M		Effective Date	27	8	Date	The effective date representing the certification the termination is being processed against. MMDDYYYY, zero fill.
6	M	14a	Head Last Name	35	20	Alphanumeric	Head of household last name.
7	M	14b	Head First Name	55	20	Alphanumeric	Head of household first name.
8		14c	Head Middle Initial	75	1	Alphanumeric	Head of household middle initial.
9	M	17	Head Birth Date	76	8	Date	Head of household birth date.
10	M	14	Term Effective Date	84	8	Date	MMDDYYYY - Zero fill. The date this termination became or will become effective.
11	M	13	Term Code	92	3	Alphanumeric	Code Descriptions: TTP Equals/Exceeds Gross Rent TC Did not supply citizenship/eligible alien documentation TR Did not recertify on time TF Submitted false information
12			Description	95	80	Alphanumeric	Free form text.
13		11b	Move Out Date	175	8	Date	MMDDYYYY. The date the tenant moved out.
14	F	58	Building ID	183	19	Alphanumeric	The building from which the tenant moved.
15		59	Unit Number	202	10	Alphanumeric	The unit from which the tenant moved.
16		11a	Move Out Code	212	3	Alphanumeric	Code must equal "000"
17	M		Voucher Date	215	6	Numeric MMYYYY	A date provided for recording the month and year in which a termination affects a monthly subsidy voucher for payment.

M=Mandatory field; has a value not equal to spaces or zeros

MOC=Mandatory on condition

F=Future field; if not valued, send appropriate fill characters

MAT70 Unit Transfer/Gross Rent Change Record

(All fields are applicable for a unit transfer and a gross rent change. For a unit transfer only, Fields #1 through #11, #21, and #22 are applicable. For a gross rent change only, all fields are applicable *except* field #11.)

MAT Field	Note	Voucher Item	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M		Record Identifier	1	5	Alphanumeric	Value must equal "MAT70".
2	M		Release/Version Number	6	7	Alphanumeric	Value must equal "1.1.8.B". TRACS Release = 2.0.
3	M		Record Number	13	5	Numeric	A sequential number which began at 00001 for the first record in this transmission and is incremented by 1 for each subsequent record in this transmission.
4	M		Head Of Household ID Code	18	9	Alphanumeric	The SSN/TRACS ID of the Head of Household. Enter 999999999 if the head of household has no SSN/TRACS ID.
5	M		Effective Date	27	8	Date	The effective date represents the certification to which the MAT70 gross rent change or unit transfer is being processed against—whether it is the last (re)certification for this family or a retroactive change to a certification in the TRACS system.
6	M	14a	Head Last Name	35	20	Alphanumeric	Head of household last name.
7	M	14b	Head First Name	55	20	Alphanumeric	Head of household first name.
8		14c	Head Middle Initial	75	1	Alphanumeric	Head of household middle initial.
9	M	17	Head Birth Date	76	8	Date	Head of household birth date. MMDDYYYY.
10	M	1	Transaction Effective Date	84	8	Date	MMDDYYYY. The date this transaction (unit transfer and/or gross rent change) is effective.
11	M	59	New Unit Number	92	10	Alphanumeric	The unit into which the tenant is moving. Enter 999999999 (all 9's) if this transaction is for a rent change only and there is no change in unit number.
12	F		Building ID	102	19	Alphanumeric	The building into which the tenant is moving.
13	F		Security Deposit	121	5	Numeric	The amount of security deposit for a Section 8 tenant to be collected on the unit the family is moving into. This value includes any amounts transferred from the previous unit. The security deposit is set at move in and is not changed. The amount is equal to one month's TTP or \$50, whichever is greater.

MAT70 Unit Transfer/Gross Rent Change Record

(All fields are applicable for a unit transfer and a gross rent change. For a unit transfer only, Fields #1 through #11, #21, and #22 are applicable. For a gross rent change only, all fields are applicable *except* field #11.)

MAT Field	Note	Voucher Item	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
14	M	44	New Contract Rent Amount	126	4	Numeric	See definition under Basic Record as defined in the 50059 Handbook. Enter 9999 (all 9's) if this transaction is for a unit transfer only and there is no change in contract rent.
15		51	Tenant Rent	130	4	Numeric	See definition under Basic Record as defined in the 50059 Handbook. Submit prorated amount for prorated tenant
16		50	Total Tenant Payment	134	4	Numeric	See definition under Basic Record as defined in the 50059 Handbook. Submit prorated amount for prorated tenant
17		46	Gross Rent	138	4	Numeric	See definition under Basic Record as defined in the 50059 Handbook.
18		45	Utility Allowance Amount	142	4	Numeric	See definition under Basic Record as defined in the 50059 Handbook.
19		52	Utility Reimbursement	146	4	Numeric	See definition under Basic Record as defined in the 50059 Handbook. Submit prorated amount for prorated tenant
20		53	Assistance Payment Amount	150	4	Numeric	Zeros if not applicable. Positive 4 digits or negative 3 digits with minus sign in the left-most position of the field. A negative assistance payment amount is only appropriate for a PRAC unit. Submit prorated amount for prorated tenant
21		4	Current Project Number	154	8	Alphanumeric	The Project Number as it appears on the current MAT10 (50059). This transaction, MAT70, does not support a change in Project Number.
22		5	Current Contract Number	162	11	Alphanumeric	The contract number as it appears on the current MAT10 (50059). This transaction, MAT70, does not support a change in contract number.
23	M	6	Voucher Date	173	6	Numeric (MMYYYY)	A date provided for recording the month and year in which a unit transfer and or gross rent change affects a monthly subsidy voucher for payment.

M=Mandatory field; has a value not equal to spaces or zeros

MOC=Mandatory on condition

F=Future field; if not valued, send appropriate fill characters

MATND End of Transmission Record

(The MAT Certification and Voucher Systems share this record.)

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1	M	Record Identifier	1	5	Alphanumeric	Value must equal "MATND"
2	M	Release/Version Number	6	7	Alphanumeric	Value must equal "1.1.8.B". TRACS Release = 2.0.
3	M	Record Number	13	5	Numeric	A sequential number which began at 00001 for the first record in this transmission and is incremented by 1 for each subsequent record in this transmission.

M=Mandatory field; has a value not equal to spaces or zeros

MOC=Mandatory on condition

F=Future field; if not valued, send appropriate fill characters

MATER Error Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1		Literal	1	27	Alphanumeric	Value <i>"Processing Mailbox ID: @*@"</i>
2		Mailbox ID	28	20	Alphanumeric	The sender's telecommunication mailbox identifier
3		Record Identifier	48	5	Alphanumeric	Value <i>"MATER"</i>
4		Release/Version Number	53	7	Alphanumeric	Value contains <i>"1.1.8.B"</i> or <i>"2.0.0.A"</i> . TRACS Release = 2.0.
5		Record Number	60	5	Numeric	A sequential number beginning at 00001 for the first record in this transmission and incremented by 1 for each subsequent record in this transmission.
6		Original Date Stamp	65	8	Date	MMDDYYYY - The date stamp of the original transmission to which these error records apply.
7		Original Time Stamp	73	6	Time	HHMMSS - The time stamp of the original transmission to which these error records apply.
8		Tenant Number	79	10	Alphanumeric	If field #9 contains the value <i>"MAT10"</i> , then this is the tenant number which was sent with the 50059 in error. The value is left justified and space filled.
9		Record Type Error	89	5	Alphanumeric	Contains the MAT record type in error such as <i>"MAT10"</i> for an error in a 50059.
10		Record Section Error	94	1	Alphanumeric	Contains the section in which the error occurred if this record type has sections, otherwise leave blank.
11		Record in Error Record Number	95	5	Numeric	Contains the sequential record number of the record in error.
12		Field Number in Error	100	4	Numeric	Contains the field number of the field within the record which has the error.
13		Field Contents in Error	104	50	Alphanumeric	Contains the field contents in error. Field contents are truncated after 50 characters. In some cases this field may contain a message instead of field contents. This message will be prefixed by <i>"MSG"</i> , for example, <i>"MSG: MISSING HEAD OF HOUSEHOLD"</i> .

MATER Error Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
14		Type Field Error	154	1	Alphanumeric	Values: N, X, D, H, P, 1, C or F Space = not field error See Appendix D for associated message.
15		Type Mandatory Error	155	1	Alphanumeric	Values: S, Z, V, G, J, K, L, M, 5, 6, or 8 Space = not mandatory error See Appendix D for associated message.
16		Transmission Record Count Error	156	1	Alpha	Values: E, O, Q, 9 or 7 Space = not a count or sequence error See Appendix D for associated message.
17		Site Reported Count	157	6	Numeric	If field 14 contains "E" or "Q", this will be the site reported value.
18		MAT Calculated Count	163	6	Numeric	If field 16 contains "E" or "Q", this will be the MAT calculated value. (For example, field #12 in MATHR contains the number of certifications (MAT10s) in this transmission. If the site reports 20 MAT10s and the MAT counts only 19 MAT10s, then field #17 in this record (MATER) will contain 20 and field #18 will contain 19.)
19		Error Message Text	169	78	Alphanumeric	This field contains the error message text which is associated with an error code. The error codes and associated messages are defined in Appendix D.

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MATTR Error Trailer Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
1		Literal	1	27	Alphanumeric	Value "Processing Mailbox ID: @*@".
2		Mailbox ID	28	20	Alphanumeric	The sender's telecommunications mailbox identifier.
3		Record Identifier	48	5	Alphanumeric	Value "MATTR".
4		Release/Version Number	53	7	Alphanumeric	Value contains "1.1.8.B" or "2.0.0.A". TRACS Release = 2.0.
5		Record Number	60	5	Numeric	A sequential number beginning at 00001 for the first record in this transmission and is incremented by 1 for each subsequent record in this transmission.
6		Original Date Stamp	65	8	Date	MMDDYYYY - The date stamp of the original transmission to which these error records apply.
7		Original Time Stamp	73	6	Time	HHMMSS - The time stamp of the original transmission to which these error records apply.
8		Error Date Stamp	79	8	Date	MMDDYYYY - The date stamp of this transmission.
9		Error Time Stamp	87	6	Time	HHMMSS - The time stamp of this transmission, not the actual time transmission occurred.
10		Sender-Defined Data	93	9	Alphanumeric	The same value as contained in the MATHR field #6.
11		Sender Name	102	15	Alphanumeric	Sender's name.
12		Sender Street Address	117	20	Alphanumeric	Sender's address.
13		Sender City Name	137	15	Alphanumeric	Sender's city.
14		Sender State	152	2	Alphanumeric	Sender's state.
15		Sender Zip Code	154	5	Numeric	Sender's Zip Code.
16		Total Number Error Records	159	6	Numeric	The total number of type MATER records sent.

MATTR Error Trailer Record

MAT Field	Note	Field Name	Start Position	Field Length	Field Type	Definitions and Edits
17		Total Number of Field Errors	165	6	Numeric	The total number of field edit errors.
18		Total Number of Mandatory Errors	171	6	Numeric	The total number of mandatory field errors.
19		Total Number of Record Count Errors	177	6	Numeric	The total number of record count errors.

M=Mandatory field; has a value not equal to spaces or zeros**MOC**=Mandatory on condition**F**=Future field; if not valued, send appropriate fill characters

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